

## MEMORANDUM

June 12, 2008

TO: Carla Reid, Director Department of Permitting Services

FROM: Chris Cihlar, CountyStat Manager

SUBJECT: Memo on follow-up steps outlined in the June 12th, 2008 CountyStat meeting

**The following items were identified for follow-up during the June 12th meeting on the Department of Permitting Services:**

1. Move forward on implementing a plan for ensuring final inspections in for residential construction occurs and use and occupancy permits are granted.  
Responsible parties: Department of Permitting Services (DPS)  
Other parties involved: CountyStat  
Deadline: August 15<sup>th</sup>, 2008
2. Examine practicality of issuing Use and Occupancy permits for commercial properties when tenancy changes but use of structure does not.  
Responsible parties: DPS  
Other parties involved: CountyStat  
Deadline: August 15<sup>th</sup>, 2008
3. Develop plan for garnering the county a 3 or better Building Code rating for both commercial and residential categories when the next assessment period occurs in 2010.  
Responsible parties: DPS  
Other parties involved: CountyStat  
Deadline: September 1, 2008
4. Coordinate with the Department of Environmental Protection (DEP) to identify cross departmental measure/s that reflect the county's efforts to protect the environment.  
Responsible parties: DPS and DEP  
Other parties involved: CountyStat  
Deadline: September 1, 2008
5. Finalize performance plan and submit for publication.  
Responsible parties: DPS  
Other parties involved: CountyStat  
Deadline: July 1, 2008

cc: Timothy Firestine, Chief Administrative Officer  
Fariba Kassiri, Assistant Chief Administrative Officer